

## Erie 1 BOCES WinCap Web Password Setup

An invitation email to set up an account in WinCap Web has been sent to your work email address. When clicked on, the link in the email gives you detailed instructions on how to set up a WinCap Web account. Please follow these instructions very carefully.

Once you click on create an account, you will see the following screen, you must follow the procedures outlined below to activate your account. (One time only)

WinCap WEB

employee@district.com  
[New Settings] [Logout]

REGISTRATION Professional Development Employee Self-Service Timecards CAPITAL COMPUTER ASSOCIATES

**Welcome to WinCap Web.**  
You have successfully logged into your account.  
Your account is currently: **NOT APPROVED**  
Several reasons for this are:  
Your account is brand new.  
You have changed your email address (username).

Complete the following steps to get your account approved:

- [NOT COMPLETED] Change your password:  
New Password:   
Confirm New Password:   
  
**Password Requirements:**
  - must be at least 8 characters in length
  - must contain 1 letter (uppercase or lowercase)
  - must contain 1 number
  - must contain 1 symbol (@!@#<-> etc.)
- [NOT COMPLETED] Select a password verification question:  
Question:   
Answer:
- [NOT COMPLETED] Verify your email address:  
Activation Code:

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### Change Password

Please note the password requirements when changing your password. Once you have completed this form, select the “Change Password” button. Your password must conform to the requirements of at least 1 of each of the following, Letters, Numbers and Symbols and most total 8 characters.

\* [NOT COMPLETED] Change your password:

New Password:   
Confirm New Password:   
  
**Password Requirements:**

- must be at least 8 characters in length
- must contain 1 letter (uppercase or lowercase)
- must contain 1 number
- must contain 1 symbol (@!@#<-> etc.)

When a password has met the system requirements, a highlighted green bar will appear.

New Password:   
Confirm New Password:   
  
**Password Requirements:**

- must be at least 8 characters in length
- must contain 1 letter (uppercase or lowercase)
- must contain 1 number
- must contain 1 symbol (@!@#<-> etc.)

## Security Question

The security question is designed to provide a way for the system to authenticate who the user is should they forget their password at a later date. Procedures for forgot password are handled at the end of this document.

Complete the following steps to get your account approved:

- [COMPLETED] Change your password:
- [NOT COMPLETED] Select a password verification question:



A screenshot of a web form for setting a security question. It has two input fields: "Question:" with the text "Mothers Maiden Name" and "Answer:" with the text "Dockey". Below the fields is a "Submit" button.

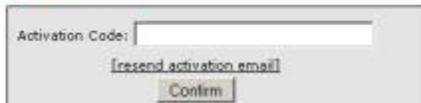
\*Note Next to the change your password in green is a [completed] indicating that this process is done and when we hit submit for the security question this will be marked as [completed] as well.

## Activation Code

The last step in approving your account is retrieving an activation code. If you received an email from the system welcoming you to *WinCap* web, the activation code would have been in that email.

Complete the following steps to get your account approved:

- [COMPLETED] Change your password:
- [COMPLETED] Select a password verification question:
- [NOT COMPLETED] Verify your email address:



A screenshot of a web form for entering an activation code. It has an "Activation Code:" input field, a "[resend activation email]" link, and a "Confirm" button.

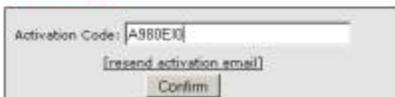
Place the activation code from the email and select “Confirm”



A screenshot of a yellow message box with the following text: "Welcome to WinCap Web. You have successfully logged into your account. Your account is currently: **NOT APPROVED**. Several reasons for this are: Your account is brand new. You have changed your email address (username)." The text "NOT APPROVED" is in red.

Complete the following steps to get your account approved:

- [COMPLETED] Change your password:
- [COMPLETED] Select a password verification question:
- [NOT COMPLETED] Verify your email address:



A screenshot of the activation code form, similar to the previous one, but with the activation code "A980E10" entered into the "Activation Code:" field.

After 5 attempts to login your WinCap Web account will be disabled. You will need to contact Dawn Schmidt at (716) 821-7083 or [dschmidt@e1b.org](mailto:dschmidt@e1b.org) to unlock. Also please contact Dawn if you are have any questions or any other problems.